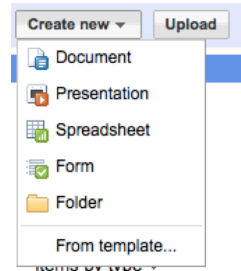


Quiz or Review in Google Forms

1. Sign into Google Apps at:
www.docs.google.com

2. Click on **Create New** and select **Form**



3. Title your form and include any instructions for your quiz/review.

A screenshot of the Google Forms 'Untitled form' template. It shows a title field with 'Untitled form' and a large text area below it with the placeholder text 'You can include any text or info that will help people fill this out.'

4. Add your first question. You can add help text. Choose Question Type.

A screenshot of the Google Forms question editor. It shows fields for 'Question Title' (containing 'Sample Question 1'), 'Help Text', and 'Question Type' (set to 'Text'). There is a 'Done' button and a checkbox for 'Make this a required question'. A dashed box labeled 'Their answer' is also visible.

Be sure to put a check in the box in front of Make this a required question. Click Done.

5. Roll your cursor over

Sample Question 2

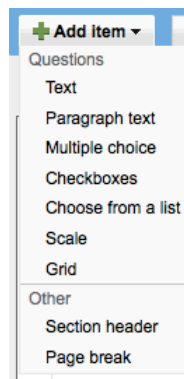
A screenshot of the Google Forms question list. It shows a question titled 'Sample Question 2' with a text input field below it. The question is highlighted with a yellow background.

The box is then highlighted and your edit icons appear on the right.

6. The Pencil is for editing the question.
The Double Box is for duplicating the question
The Trash Can is for deleting the question.

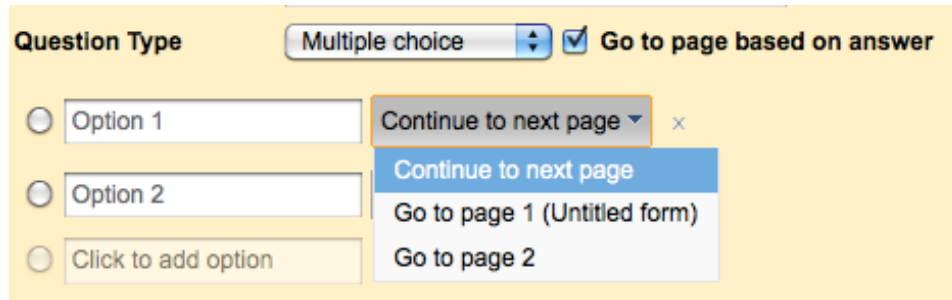


7. To add another question go up to Add Item and select the type of question or if you want a Section header or Page break.



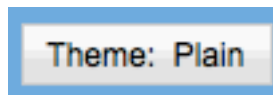
Quiz or Review in Google Forms

8. The questions be on one page. If you want to redirect a question or have one question per page, you will need to add a page break. When you add a page break it goes to the bottom, but you can move it to where want your break. You can only redirect if you choose Multiple Choice. Put a check in the box in front of Go to page based on answer, then click in the drop down menu next to your answer and choose the page to go to with that answer.

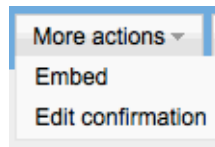


The screenshot shows the 'Question Type' section of a Google Form. The 'Question Type' is set to 'Multiple choice'. A checkbox labeled 'Go to page based on answer' is checked. Below the question type, there are three radio button options: 'Option 1', 'Option 2', and 'Click to add option'. A dropdown menu is open next to 'Option 1', showing the following options: 'Continue to next page' (selected), 'Continue to next page', 'Go to page 1 (Untitled form)', and 'Go to page 2'.

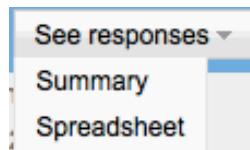
9. Other options:



You can spruce up your quiz by adding a theme



You can choose to Embed your quiz or Edit the confirmation that is shown at the end of the quiz/review.



You can choose to see your responses in Summary form or Spreadsheet form.

10. The link to this quiz/review is at the bottom of the page. You can put the link on your website, email it, or save the link on the desktop.

You can view the published form here: <http://spreadsheets.google.com/viewform?formkey=dDJtS2d2a3RGQTiyVExGN1AwamJlQ3c6MQ>